

July 1, 1999

## **CLASS SPECIFICATION**

### **SAN DIEGO CITY CIVIL SERVICE COMMISSION**

#### **HOUSING INSPECTOR I**

##### **DEFINITION:**

Under general supervision, to perform inspection work on new and existing residential structures or mobile homes; and to perform related work.

##### **\* EXAMPLES OF DUTIES:**

- Inspects residential structures and mobile homes for compliance to City and State building and housing codes and regulations;
- Investigates complaints or code violations;
- Prepares reports;
- Obtains evidence;
- Reviews mobile home park construction plans and approves permits;
- Maintains records;
- Prepares correction notices to property owners, tenants and contractors;
- Checks for conformance with zoning laws;
- Meets with property owners, tenants and contractors to discuss or explain specific corrections.

##### **MINIMUM QUALIFICATIONS:**

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Two years of full-time experience performing combination or housing inspections of residential and mobile home parks with a regulatory agency.

- \* **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.